

29 AUG 1980

MEMORANDUM FOR: See Distribution


FROM: James H. McDonald  
Director of Logistics

SUBJECT: Quarterly Reporting of Vehicle Mileage  
and Fuel Consumption

REFERENCE: Multi Addressee memo from D/L, dtd 11 April 1980,  
same subject (OL 0 1662)

1. Reference advised Agency components that, beginning with the quarter 1 April - 30 June 1980, quarterly reports concerning vehicle operations and fuel consumption will be required.

2. The report for your activity has not been received, and your assistance in assuring timely submission would be greatly appreciated. The Plans and Programs Staff, OL, is monitoring this program and will provide guidance for members of your staff should additional information be required.



  
*for* James H. McDonald

25X1

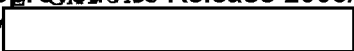
Attachments:

- A. Reference
- B. Quarterly Report

Distribution:

Orig - D/OC/DDA  
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OL 0 3943

1 - OL Files  
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1 - OL/P&PS (Chrono)  
1 - ~~Approved For Release 2003/11/06 : CIA-RDP85-00988R000300020077-4~~  
OL/P&PS/ (28 August 1980)

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Reporting of Vehicle Mileage and Fuel Consumption

FROM: 

EXTENSION

NO.

OL 0 3943

C/P&PS/OL  
2F31  Building

DATE

28 August 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/L  
2C02 

29 AUG 1980

JX.

Jim:

Eight of twenty-one offices with official vehicles did not respond to the memorandum requesting quarterly reports.

Hopefully, this follow-up to the office directors will put some teeth in our request.

Dave

